

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
June 6, 2023

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, June 1, 2023 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, President
Grant Fischer, Vice-President
Kay Walton, Treasurer
Mida Grover, Secretary
Connie Harper, Member
Terry Ashlock, Member
Mary Springer, Member

ABSENT:

GUESTS

Scott Irvine, Vice-President, Friends of TCPL
Greg Helms, Kettelhut, Inc.
Steve Berman, Human Resources Coordinator
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:03 p.m. The meeting was held at the Wea Prairie Branch of TCPL. A quorum was declared to conduct business for the library.

Without a United States flag in the meeting room, President Bultinck indicated the Board would not recite the Pledge of Allegiance.

Board Secretary Mida Grover moved the **Board Minutes** of May 2nd, 2023 be approved as presented. Board member Connie Harper provided a second for the motion. The motion passed with a majority vote. President Bultinck abstained on the motion.

Mrs. Grover moved to approve the May 2nd, 2023 **Personnel Actions**. Board Treasurer Kay Walton seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, reported on two topics. First was a staffing update. Mr. Berman shared there were part time public service vacancies comprised of a Clerk II, Klondike Branch Assistant and a Wea Prairie Leader position. Mr. Berman then explained that the Wea Prairie and Klondike Branch Manager positions were presently filled internally through interim assignments and that work continues to permanently fill the positions. Next, Mr. Berman indicated we anticipate having a temporary employee start next week regarding the Finance Controller position. There were a few questions regarding the relationship between TCPL and the temporary agency. Lastly, Mr. Berman reported on the second topic. He shared that the Department of Health and Human Services has announced that the public health emergency for COVID-19 has ended effective May 11, 2023. There were a couple of comments from the Board on the second topic.

Mrs. Grover moved to approve the June 6th, 2023 **Personnel Actions**. Board member Mary Springer seconded the motion and it passed unanimously

Under the heading of **Committee Reports**, chair Mida Grover reported for the Personnel Committee. She stated the committee met on Wednesday, May 31. Divisional Librarian, Marlene Darnell, sent several Personnel Code revisions. The committee reviewed the revisions and asked for input from Board Treasurer, Kay Walton. Input was also sought from an external individual who worked in Human Resources. The committee shared the revised policy documents with the Board via email. After discussion by the Board, the committee recommended adoption of the following policies: *Staff Meetings*, *Background Checks*, and *Dress Code*. Mrs. Grover moved to approve the revised Staff Meeting policy as presented. Board member Terry Ashlock seconded the motion and the motion passed. Mrs. Grover went on to move approval of the revised Dress Code policy. Mrs. Walton provided a second to the motion. With discussion of the motion there was consensus to strike one word, “*may*” and instead re-use the word “*will*”. President Bultinck called the question and the motion passed unanimously. Finally, Mrs. Grover moved to approve the Background Checks revised policy as presented. Mr. Ashlock seconded the motion and the motion passed. Mrs. Grover indicated she didn’t know when the next set of suggested revisions would come to the Personnel committee, but that they would continue to bring the work forward as it is completed.

Under the heading of **Other Reports**, Friends Vice-President, Scott Irvine, gave the report for the Friends of TCPL. Mr. Irvine shared regrets from President Jim Plantenga who was unable to be present. Mr. Irvine reported accepting book donations at the Alabama Street storage building once a month was going well. He indicated the Friends continue to coordinate larger donations by phone. He mentioned the next sale would be held on August 26th at the Wyandotte Branch from 10:30 a.m. – 4 p.m. Also, the Friends are planning a larger sale on September 15-17 at the county fairgrounds. Finally, Mr. Irvine thanked the Board for allowing the Friends free carts to be placed in the front of the library. Also, under the heading of **Other Reports**, Greg Helms with Kettelhut Construction, Inc. provided an update on the downtown renovation project. Mr. Helms reported on the following:

- With current work, the construction activity is about a week behind schedule. Mattcon is doing a good job and thus far has not faced any major unforeseen issues nor any issues that would increase the cost.
- Demolition is completed in all building areas of the first phase of the project.
- New block walls and all drywall is finished. The drywall is now being painted.
- The ceiling grids are being installed and the light fixtures will be installed next.
- The first two phases are still expected to be completed in early August.
- The exterior site work will start in mid-June with construction and safety fencing being installed the second week of June. The fencing will encapsulate the north entrance on South Street. A temporary partition will be installed in the interior side of the South Street entrance.
- The entrance doors will be demolished. Also, demolition will start in the area around the Red Crown Mini-Museum.

- Later in the construction activity, after several phases have been completed, the construction staging area will be shifted to the east side of the building where the outside patio is near the children's area.

Finally, under the heading of **Other Reports**, the County Librarian shared an overview of the Summer Reading Program. Mr. Holman showed the Board the YouTube video produced by TCPL's youth library staff. He commented on the traditional approach to making and distributing the video. He also spoke about the SRP sponsors and the prizes being offered to participants in the activity. Mr. Holman provided prize samples and encouraged the Board to take some of them. He provided current registration numbers as well.

Next, President Bultinck made several comments and criticisms about the County Librarian regarding the status of the situation with the State Board of Accounts and TCPL's financial audits. The County Librarian shared a memo offering two options to resolve the situation. Mrs. Grover moved to hire someone to straighten out TCPL's financial books. Board Vice-President Grant Fischer provided a second to the motion. After a bit of discussion, the Board unanimously approved the motion. President Bultinck will contact Tom Reed of Reed and Company to get an estimate for the cost of the work.

There was no **Old Business** or **New Business**

Under the heading of **Other Business**, Mrs. Walton moved to approve the grand total of the claims listing presented by the County Librarian starting with the prewritten claims numbered 347-376 and the regular claims numbered 377-425. The prewritten claims were \$324,731.56 and the regular claims were \$660,086.10 for a grand total of \$984,817.66. Mrs. Springer seconded the motion and it passed. The County Librarian noted the claim 352 was not noted in the listing of the Financial Claims. He will determine where the irregularity exists and report it to the Board at the next meeting.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his report. He reported that within the downtown renovation project, as part of the site renovations on South Street, the Lafayette CityBus stop must be relocated. This is because of erecting safety fencing along the left lane of South Street. An agreement between CityBus, the City of Lafayette and Mattcon was reached to move the bus stop one block east to accommodate the improvements in the site plan. If needed, additional discussions will take place between the city departments, CityBus and TCPL contractors. Mr. Holman mentioned TCPL had a new Head Reference Librarian named Jennifer Casey who joined TCPL on May 8th. She came to TCPL from the Frankfort Clinton County Contractual Library where she served in several leadership capacities with her most recent position being Assistant Director. Jen has a strong technology background and was instrumental in building up programming in her former library system. She will be influential at TCPL in leading the department from a "reference" based focus into an "adult services" based focus. Because of the shift in focus, TCPL will start using Adult Services as an identifier for that public service department. Finally, Mr. Holman indicated one of the big concrete planters at the Alabama Street entrance has been damaged. It appears to be vandalism; however, we have been unable to confirm exactly what happened. The two planters in this area were purchased in honor of the 16-

year service of former Board member, Prella McBride and was referred to as Prella's Planters. President Bultinck asked about when the radio interview, mentioned in the County Librarian's report, will be on air? Mr. Holman indicated he didn't have the date, but would update the Board. Mrs. Springer asked about the floor repair in the staff lounge of the Stein Building. Mr. Holman responded to the question.

There were no **Comments from the Public.**

Under the heading of **Comments from the Board**, Mrs. Harper asked about the recent conversation the County Librarian had with County Commissioner Tom Murtaugh. Mr. Holman mentioned that funding for the downtown renovation project was not brought up between he and Mr. Murtaugh. Mrs. Harper would like to set a meeting with Mr. Murtaugh and individually with other County Council members. This led to a discussion and naming of potential corporate donors to the downtown renovation project. Several local companies and businesses were named. Also, it was mentioned that an informational sheet could be developed that included data points about the project. There is general interest and consensus in proceeding with this approach but no specific decisions were made about this activity.

Mrs. Grover moved to adjourn the regular Board meeting at 8:15 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.